

**Carlisle Council on Aging Board Meeting
October 21, 2014
Carlisle Town Hall – Clark Room**

The COA Board chair called the meeting to order at 7:08 pm. Board Members Present: Liz Thibeault, Peggy Hilton, Liz Bishop, Elizabeth Acquaviva, Jean Sain, Lillian DeBenedictis, Donna MacMullan, Walter Hickman. Associate Members Present: Reuben Klickstein, Joan Rosazza, Patti Russo. COA Staff Present: David Klein, Angela Smith. Friends of the Carlisle COA Present: Jean Bagnaschi.

Secretary Minutes - A motion was made to accept the September 2014 Minutes prepared by FY15 Secretary, Liz Bishop. No corrections or amendments were made. The motion was seconded and carried by voice vote.

Outreach and Program Manager's Report - Angela Smith started with a few announcements: viewers are needed for the Carlisle Public School Halloween parade; donated items for the January bingo can be now brought in to the office through the first of the year; a photographer is needed to snap individual photos of event attendees for the MSC system; help is needed with the Women's Quarterly breakfast. Donna MacMullan and Patti Russo volunteered agreed to help at this event.

David mentioned that he spoke to Chief Fisher about possible use of the MSC software by the Carlisle Police Department. The Chief said that he would be happy to take a look at it and potentially have a few officers trained in its use if it would be helping in emergency situations. Other entities have used the system to assist with missing person situations, which is one reason why having resident photos on the system is helpful. It would also be appreciated by the COA staff.

Angela continued with comments on attending the Mass COA conference stating that she enjoys the training offered there. She was especially interested in the sessions about guardianship vs. conservatorship noting that, "if you can - under most circumstances - rely on the durable power of attorney and the health care proxy to aid the person and their family." Only if the person is 'going in and out of their capacities' would you want to pursue conservatorship. Another notable session regarded hearing impaired equipment. The old TTY is now replaced by a larger (computer) 'tablet' type system that transcribes the spoken word! She likes attending the vendor booths as well and got a list of items that would also benefit the sight impaired.

Of Note: Angela is still looking for up to 2 Senior Tax Worker(s) or **any other volunteer(s)** to help with the Thursday evening basketball games and crossing guard positions. A motion was made by Peggy Hilton to accept the September report submitted by Angela Smith. The motion was seconded and carried by voice vote.

Social Worker's Report - David commented that our LiSCW, Peter Cullinane, continues his work with the ongoing issues affecting specific citizens in need.

Financial Report (ed. note: This report has been re-named; formerly referred to as the "Treasurer's report". The Director prepares this report while the Board Treasurer is now responsible for a monthly dialog to provide oversight and commentary.) – Liz Thibeault commented that she was pleased that our Year To Date spending as noted in the Revolving Account is right on track with the inflow of income to that account. David mentioned that the initial meeting with FinCom to discuss capital expenses and the FY2016 budget will be on November 17th.

David commented on the Newly Re-Opened COA General Gift account. He had an initial discussion with the Town Accountant, Priscilla Dumka, about potentially dividing the Fees (e.g. from day trips) and the donations (e.g. transportation and luncheon admission) we receive into the Revolving Fund and the Gift Account. A motion was made by Walter Hickman to accept the September report prepared by Director, David Klein and reviewed by FY15 Treasurer, Peggy Hilton. The motion was seconded and carried by voice vote.

Director's Report including Transportation Report - David congratulated Patti and thanked her for the many hours of work on submitting the completed Intergenerational Application. David continued with comments on one of our LRP focus areas for FY15: Transportation. He stated that our newest LRTA van is larger than the one that it replaced. The newest van has benefits like better wheel chair access, a back door and updated safety systems. It is anticipated that one of the older vehicles will be turned back to the LRTA, which is common under the 5310 grant

program when vehicles are replaced. It could then be used by another town. The Town/COA now has 3 vehicles with wheelchair access, including:

- An older Angel donated van, which including a jump seat will transport up to 13 passengers
- An older smaller van sold from the LRTA for \$1 that will transport up to 10 passengers
- The newer, larger LRTA van, which is being leased to the Town essentially for free and will transport up to 14 passengers (including one wheelchair). It should be mentioned that several of the seats fold up on the new vehicle, allowing for the transport of multiple wheelchair riders at the same time. At the end of the lease we may have the option to buy the van from the LRTA for \$1 or some low amount.

Concurrent to this latest LRTA van acquisition, Debbie and Angela produced a list of pros and cons for adding a smaller vehicle to our options for COA use. This list was handed out at the meeting. Angela and David commented that people feel like they didn't want to be the only person in a large LRTA vehicle. Another comment: when they are picked up by a car versus a large LRTA van, it helps them feel as if they are not advertising that fact they are in need of help, making people feel more comfortable. David continued that an Angel Donor had been interested in helping underwrite a smaller, more fuel efficient and probably more sensible vehicle. He hoped that the Friends Organization might also contribute in this endeavor. It was noted that we are still anticipating acquiring a third party vehicle for the transportation pilot program. Peggy Hilton questioned whether the 'mid-sized' van would eventually be missed if we were down to a large LRTA van, the forthcoming pilot program vehicle and a potential smaller SUV/Minivan/Crossover vehicle. David acknowledged that that could be true, but pointed out that our use of two vehicles concurrently is very low and even when the demand exists; finding two drivers on the same day is often a challenge for the Transportation Coordinator. Additionally, we do rent larger buses a few times per year to run some of our longer distance day trips. Liz Bishop asked for clarification on the cost structure of the larger bus rentals and learned that they can vary extensively, but the COA is contemplating asking that when possible, attendees cover 50% of the rental costs for future longer distance day trips. Liz B. suggested that perhaps there could be two tier pricing for in-town and out-of-town attendees to further help cover the expense of larger/longer COA day trips.

David also shared a spreadsheet of what transportation services for towns in the LRTA system actually have available to them. Out of the 14 communities listed, Carlisle, he explained, is one of four in the LRTA system that does not have additional transportation services beyond those offered by the COA. (Ed note: One of these towns, Dunstable, pop. 2,829 has no transportation services at all). Having additional options available to us to connect citizens to other bus or train/commuter rail options will allow for greater flexibility. Options that we may also consider would be to join the Cross-Town Connect system and/or our look into available 'para-transit' programs, as well as building our own taxi voucher program similar to Lexington and Newton.

David broached the subject of potential available programming space. The former Red Balloon Preschool space in the lower level of the First Religious Society may be available to rent in conjunction with the Recreation commission. He mentioned that the Director's report outlined some of the pros and cons that the COA staff has about the space, and its potential to be a bridge until an actual senior/community center becomes a reality in Carlisle. Liz T. asked to make a list of what **could** be held there. Because RecCom has to be self-funding for events plus administrative costs, they are interested in teaming up with us to divide the use of the space and divide the expense. Hypothetically - RecCom would be interested in it from 3-9 and we would want it from 9-3. David will ask the church secretary if this space is still available. If so, the TAG sub-committee will be asked by David to see the space for evaluation. Anyone else is also welcome to attend this visit. When more information is available, David will alert us to any additional action the COA board or staff may have to take.

Note: The Report Packet for this board meeting included an organizational chart for the entire Massachusetts Aging Network as well as hand written notes as Tom Dunkers' TAG report.

A motion was made by Lillian to accept the September Director's Report. The motion was seconded and carried by voice vote.

Minuteman Senior Services - Jean Sain reported that "the Bateman food services contract for Meals on Wheels was approved to run 10/1/14 to 9/30/17. The annual meeting will be held on November 5th. Howard Grant, CEO of Lahey Health, will be the guest speaker. He'll speak on health care reform. Fund Raising highlights for 2014 were

reviewed. \$330,254 was raised, the largest amount since 2010. Partnership with Whole Foods Markets in 3 communities netted \$6,700 in revenue for Meals on Wheels this summer. The register coupon program at their stores in Bedford, Woburn and Arlington raised \$2,000 of that total. The Holiday online auction solicitation continues. Minuteman By Your Side has officially launched and is now open for referrals (Jean distributed handouts.) Seven consumers are enrolled and several referrals are pending. Shine is preparing for open enrollment to start October 15. They have begun presentations and are training counselors for this. The presentation in Carlisle is October 14 at Benfield Farms”.

Friends of the Carlisle Council on Aging (FoCCOA) Update - Jeanne Bagnaschi commented that she is brand new to the Friends Board and is excited to attend our meeting tonight and get to learn about what goes on at a Board meeting. Liz T. interjected that the COA department will be doing an expanded town wide December newsletter mailing that will include a plea for FoCCOA donations.

Old/New Business:

Generations United - Patti Russo submitted our application and we will hear through her sometime in December if we receive an award.

Sub-Committees Task Force and Groups Update - Liz Thibeault reported that **LRP** - met and extracted the FY15 ‘action items’ that surrounded out transportation and marketing focus areas - the committee is grouping these items by initiative (e.g. Transportation, Marketing). By December or January the sub-committee meeting will be used to weigh the progress that has been made toward these goals. It is the hope that the MSC database software will be ready for the COA to use for self sign-up for events. David added that Carlisle might be a beta test site for the MSC ‘My Active Center’ Module that would utilize a unique identifier vs. the already existing key tag version.

Marketing Task Force has met 4 times. The Communication Plan has been worked on and is poised to be presented to David. The Marketing Plan is being worked on to see if we have a match of age groups to specific programs offered. On the branding side, we are examining the question: Is there a reason to change the name of the Board and/or the Department? And are there other issues in identifying our existing COA organization? Liz T. pointed out that these will all be recommendations for the Board to consider as future actionable items.

Bylaws - Peggy commented that the sub-committee met to clean up a few terms and clarify wording. The sub-committee will also be addressing items that the Town Clerk asked us to reflect in our Policies and Procedures.

More Transportation - At this point of the meeting, after an additional short discussion about our transportation assets, Liz T. asked for a show of hands in support of the COA Department continuing to pursue a small SUV/Minivan/car for future COA Transportation needs. With the exception of one abstention from a new member, the Board indicated a majority support for the Director to continue to pursue this vehicle.

MA COA - Liz T. gave a brief description of her thoughts on attending this State conference.

MEOEA - Liz Bishop and Walter Hickman attended this training for new board members. While there we learned that if we hold this event in our town, the Director of the Executive Office of Elder Affairs would be willing to come if we guaranteed 4 other COA’s participation.

CCCC - Elizabeth Acquaviva staffed our COA tent at the Community Chest Pumpkin Fest. This is the kickoff for their annual fundraising season. It was a well-attended event.

THAG - (Ed. note: now renamed ‘TAG’) - Tom Dunkers’ write up was included in the report packet. Tom has attended meetings on the proposed 40B at Long Ridge Road, commenting that at this time the meetings are concerned with wells and septic issues. Kudos to Tom!

Angela expressed gratitude to Kelly Driscoll of the National Charity League for organizing cute pumpkin favors for our October luncheon attendees.

Reminder - next meeting is at 10:30 on Tuesday November 18th.

A motion was made by Elizabeth Acquaviva to adjourn the meeting at 8:24 pm. The motion was seconded and carried. The next COA Board Meeting will be held at **Town Hall, Clark Room at 10:00 am on Tuesday, November 18th.**

Liz Bishop, COA FY15 Board Secretary